



# County of Mono

## JOB ANNOUNCEMENT

**FILING DEADLINE****Loss Prevention and Special Event  
Specialist I/II****SALARY****I: Range 51: \$2,848-\$3,462****II: Range 55: \$3,144-\$3,821****40 hrs. per week****FFD: 11/20/09****Bridgeport**

The County of Mono is accepting applications for the position of Loss Prevention and Special Event Specialist I/II. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

**The Position:**

Under supervision, the incumbent in this position will provide support to the County risk management functions, including safety programs, hazard mitigation, and public information as it relates to general liability, property damage, workers compensation and other insurance programs; oversees county community centers including electronic calendars, use agreements and insurance requirements, processes receipt of fees and refund of deposits, oversight of volunteer site coordinators, and facility maintenance issues; oversees county special events permitting process, including accepting, reviewing, and approving applications with appropriate conditions, monitor events for compliance with permit conditions.

**Knowledge of:**

- Basic knowledge of factors, techniques, methods, and principles involved in the development and administration of risk management and safety programs.
- Basic understanding of insurance and Loss Prevention programs Basic understanding of insurance and Loss Prevention programs.
- Basic knowledge of methods of determining potential risk and liability.
- Special events permitting processes and special event functions.
- Facility and work safety practices.
- Computers and software. Web page application.

**Ability to:**

- Assist in the development of a safety training program.
- Assist in a variety of safety and insurance-risk management related issues.
- Read and interpret a variety of laws, rules, and regulations, related to County Risk Management and Safety Programs.
- Effectively represent the County Risk Management Program with County staff, the public, community organizations, and other government agencies.
- Assist in the special event permitting and oversight of use of county facilities for special events.
- Operate a computer and use appropriate software to record and track permit applications and facility and event scheduling.
- Gather, organize, analyze, and present a variety of information; prepare clear, concise and accurate records & reports.
- Make effective oral and written presentations.
- Provide professional and responsible customer service.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Assists in the development of a monthly Health and Safety Newsletter and assist with the development and maintenance of a risk management web site.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.
- Frequent travel in County and out of County with possible multiple days out from the County.

**Special requirement:** Possession of a valid Class C driver's license required.

**Training and Experience:** Loss Prevention and Special Event Specialist I: 2 years experience performing safety or insurance related work. 2 years experience in working with groups and special events. Completion of advanced education courses in field related to safety and insurance/risk management analysis may substitute for work experience.

Loss Prevention and Special Event Specialist II: 2 years experience equivalent to a Loss Prevention and Special Event Specialist I.

**Selection Process:** The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

**Application Process:** For a complete job description and application contact the County Administrative Office. All completed County applications received in our office by 5:00 pm 11/20/2009 will be considered. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked by 11/20/2009.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE****P.O. Box 696 ~ Bridgeport, California 93517****(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>**

